

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Director of Training (General)

DATE: 8 October 1953

FROM : Chief, Orientation and Briefing Division

25 YEAR RE-REVIEW

SUBJECT: Report for Week - 1200 hrs., 1 October 1953 to 1200 hrs., 8 October 1953

## I. INDOCTRINATION

1. Today, Thursday, 8 October 1953, a total of 37 individuals attended the weekly Indoctrination Program.
2. My evaluation of this audience is that it was much better than average. We are glad to make this report, having had so many dismal gatherings during the past few weeks.
3. We are glad to inform the Director of Training that requests for the use of 117 Central Building on Thursday afternoons, which have had to be disapproved in the past, may now be honored since the security briefing will be held in 1402 Eye Building.
4. The Directorate of Intelligence, USAF, has informed us that those Air Force Officers within its jurisdiction who have a need to attend the CIA weekly Indoctrination Program have done so. Arrangements will be made for officers newly assigned to the Directorate to attend on a periodic basis as the need arises.

## II. ORIENTATION

1. We have had several discussions with persons preparing their material for the Twelfth Agency Orientation Course, and meetings are being arranged with panel groups so that these undertakings will be as "meaty" as possible.
2. Our working arrangements with [ ] TAB/OTR have been most satisfactory in the preparation of new visual aids and in the revision of others, especially those concerned with "Soviet Intelligence," "Intelligence in Action," and the new subject, "Services of Common Concern." Some of the participants have spent considerable time discussing not only their subject content but also how it should be depicted on a visual aid, and we have noticed that a great deal of clarification is brought about by asking that this be done.

## III. SPECIAL

1. On Tuesday, 6 October 1953, the Chief, OB/D, briefed The Honorable Dempster McIntosh, Ambassador to Uruguay, on the Mission and Functions of CIA.

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2. In accordance with the instruction of the Director of Training:

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a. Any future requests from [redacted] for assistance on special briefings are to be handled by aiding [redacted] to the fullest degree with the understanding, of course, that he will continue to assume all of the administrative responsibility for getting the person to us, for security check and any other pertinent items.

b. When requests come directly to the Chief, OB/D, for presentations at service institutions, we will act affirmatively if the date is open and see that the request comes through in regular fashion through formal channels.

3. The request by the D/TR for a transcription on the mission functions and charter of the Central Intelligence Agency [redacted]

[redacted] is being complied with. Speed of recording, type of equipment for playback and other such information must first be determined before the recording is made.

4. The Assistant Commandant of the Strategic Intelligence School, Col. Kehm, made informal inquiry as to whether our Agency would continue to give the same kind of assistance as we have given them in the past. Upon being assured of our cooperation, he said that the regular written request would be sent through channels to us.

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